

Request for an Accounting of Non-routine Disclosures of Protected Health Information

The Health Insurance Portability and Accountability Act (HIPAA) privacy regulations allow an individual to request an accounting of certain disclosures of their Protected Health Information (PHI). EmblemHealth and UnitedHealthcare may disclose your PHI for treatment, payment, health care operations and as required or permitted by the HIPAA privacy regulation or other state or federal laws. Our Privacy Notice informs you that these disclosures may occur without your consent at the time they are made.

You can request an accounting of certain disclosures only about yourself, unless you are authorized to obtain information about another individual.

We are required to track and report to you, upon request, all disclosures of PHI made on or after April 14, 2003, except for disclosures made for the following reasons or to the following entities: (i) for treatment, payment or health care operations; (ii) to you or someone legally authorized to act on your behalf; (iii) to anyone pursuant to an authorization form completed and signed by you or someone legally authorized to act on your behalf; (iv) or that are incidental to a use or disclosure otherwise permitted or required.

When completing this form please:

- Complete all sections entirely
- Print information clearly
- Provide us with your most current information

Please note: If you are a guardian or court-appointed representative for the individual, you must attach copies of your authorization to represent the individual in order to obtain access to their PHI.

We can only provide you with an accounting of non-routine disclosures made by EmblemHealth and UnitedHealthcare regarding benefits administered by EmblemHealth and UnitedHealthcare. To obtain an accounting of non-routine disclosures of your PHI concerning other benefits not managed by EmblemHealth and UnitedHealthcare, you must contact the entity that administers those benefits directly. If we are unable to produce an accounting of disclosures to you within 60 days of receiving your request, we will contact you and advise you of the delay.

